


**Workforce Development Committee Meeting
Virginia Office of EMS
1001 Technology Park Drive, Glen Allen, VA
July 20, 2011
10:00 a.m.**

Members Present:	Members Absent:	OEMS Staff:	Others:
Jay Cullinan , State Fire Chiefs Association	Jo Richmond	Carol Morrow	
David Tesh , EMS Recruitment & Retention Network	Byron Andrews	Wanda Street	
Rob Lawrence , VAGEMSA	Tom Berry		
J. C. Phillips , VAVRS	Jimmy Gray		
C. Beazley	Clarence Monday		
Janet Waddy , VAA	William Quarles		
Paul Helmuth , Local Gov't Rep			

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Call to order:	The meeting was called to order at 10:02 a.m.	
Review & Approval of April 20, 2011 Minutes:	A motion was made to approve the minutes.	The minutes were approved with no further discussion.
OEMS Report:	Carol reported that a Recruitment Tracker has been created to track the outcome of new recruits. This will probably go in the Standards of Excellence. A copy of the tracker was distributed to each committee member present. If anyone has any comments or suggestions that should be added to the Recruitment Tracker, please let Carol know.	Please send your comments, questions or suggestions to Carol Morrow at carol.morrow@vdh.virginia.gov about the Recruitment Tracker.
Sub-Committee Reports:	<p>EMS Officer Standards – Tom Berry Tom was unable to attend the meeting today, but sent the attached document.</p>  <p>EMS Officer I Training Matrix - EMS</p> <p>Please send your questions, comments or suggestions to Carol about this document. This committee will work on a type of accreditation of prior learning process. There will be a list of accepted course work or experience and then there will be a test and a certificate of recognition. EMS Officer I is the first step and then EMS Officer II, III and IV will be established. The Benchmark is equal to an Associate's Degree in EMS Management/Administration.</p> <p>Rob stated that looking at the subjects, this looks very similar to the Ambulance Service Management (ASM) Course. Janet will get Carol a copy of the basic curriculum. This course starts out with a question a week for 6 weeks and then an intense week of study from 8 am to 6 pm Sunday through</p>	<p>If anyone would like to make changes to the EMS Officer I Matrix, please see Carol or Tom.</p> <p>Janet will send Carol a copy of the ASM basic curriculum.</p>

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	<p>Friday and then another 6 weeks of a question per week and then another intense week of study. The cost of the program is about \$2,500.</p> <p>The Keeping the Best series may be inserted into the program at a later time. It was also asked if the EMS Leadership Challenge will be a part of the training program as well. Carol stated that the EMS Leadership program is expensive at \$1,200 per person. This program has not been offered in the past two or three years due to a lack of participation.</p> <p>Standards of Excellence – Jo Richmond Jo was not present at the meeting. Dave reported that the focus has been shifted from an accreditation program to more of a resource guide to help agencies improve their operations. The sub-committee is refining all the sections and combining things that overlapped. They have also discussed creating a team to visit the smaller rescue squads to give advice and guidance on what to do in certain situations according to the rules and regulations. There will be samples of documents, articles and references. We are seeking assistance from the Regional Councils on this as teams are created. One of the important comments made at the last meeting was, once we get the document out to the agencies, a survey should be done across the state on their best practices and techniques for new squads.</p> <p>EMS Recruitment and Retention Network – Dave Tesh Dave reported that a meeting was held in June in Augusta. The network shared best practices of retention. The next meeting is August 12 in Hampton in conjunction with the Virginia Fire Fighters Association Conference. It will start at 12:30 p.m. and lunch is on your own before the meeting. The topic for the meeting is Marketing for Your Fire & EMS Agency. Joel Rubin of Rubin Communications will be the speaker.</p> <p>EMS Career Fair – Carol Morrow The EMS Career Fair will be held on Thursday, November 17 during the Annual EMS Symposium in Norfolk from 5 p.m. to 7 p.m. Refreshments may be available for the participants and the vendors. Carol thanked Cory and Jo for providing assistance. Vendors will be able to set up their booths/tables in advance.</p>	
Old Business:	Carol mentioned the recruitment and retention sheet again and asked for input. She stated that recruitment and retention grant requests require a lot of information. She asked the committee members to think about this and ways they can advocate for any type of workforce grant. Cory stated that he received a sizable grant for recruitment and retention and his initial meeting will be held next week. He concurs that there is a lot of information required and a lot that needs to be tracked.	The committee is asked to think of ways to advocate for workforce types of grant requests.
New Business:	J. C. Phillips stated that a Retreat will be held on July 29 and 30 for the Volunteer Rescue Squad Assistance Workgroup. Currently, there are about 30 rescue squads who will lose their licenses in September. The workgroup will discuss what can be done to save the squads and increase squad members.	

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	<p>Rob said that he is looking to bring more people on board with the Motorcycle Rider Alert Safety Program. He plans to distribute the information to the Northern Virginia and Peninsula areas.</p> <p>As of today, the Governor has not made EMS Advisory Board appointments. They are due to be publicized any day now. OEMS hopes to be able to make announcements at the meeting next month. Once the list is released, Carol will pass it on the committee members.</p> <p>Carol asked the committee members to also think about courses that could be taught at the 2012 symposium. The courses for this year have already been chosen. The planning meetings for the 2012 symposium are held in December 2011 and January 2012. If you have a topic that you'd like to teach pertaining to recruitment and retention or any other workforce development subject, please send your course title, description of course, potential audience, and résumé to Carol as soon as possible.</p> <p>Cory mentioned that NFA ICS for EMS is being taught in Richmond on October 8 & 9 through "The Urban Regional School" of the Metro Richmond Regional Fire School. For more class information, see http://www.vafire.com/upcoming_events/RichmondRegional2011_rev07112011.pdf</p> <p>Per Carol, the Office of EMS has a 6 hour block at the Virginia State Fire Chiefs Conference in February 2012. Should we do something on recruitment/retention grants? The committee agreed it would be a good place for that. They will put something together to submit.</p>	<p>Carol will distribute the EMS Advisory Board Appointment list when released by the Governor.</p> <p>If anyone is interested in teaching at the 2012 Annual EMS Symposium, send your topic and other information to Carol as soon as possible.</p> <p>A Recruitment/Retention Grant course will be submitted for inclusion at the Virginia State Fire Chiefs Conference in February 2012.</p>
Public Comment:	None.	
Adjournment:	The meeting adjourned at approximately 11:00 a.m.	The next meeting is October 19, 2011 at 10 a.m.